Professional Placements (Placement Provider/Company) Application Form FY27

Form Preview

Application Summary & Eligibility

* indicates a required field

Before you start your application:

• Read the Professional Development - Placements Guidelines and the Screenwest Terms of Trade.

• Review this online application form for the files and attachments needed.

• Industry standard document formats should be used.

• Reach out to the Screenwest Program Contact during business hours (9am - 5pm AWST Monday to Friday) for any questions.

- **Screenwest is committed to driving greater diversity, inclusion and equity in the Western Australian screen industry.**
- **Screenwest encourages applications from First Nations Australians and people from historically underrepresented groups.**

Is the Placement Provider/Company making this application? *

○ Yes ○ No

To note: where the Practitioner is the applicant, Screenwest will enter into an agreement with the Placement Provdier AND the Practitioner. Screenwest will provide funding to the Placement Provider to facilitate the employment of the Practitioner.

If you are the Placement applying, use the Practitioner Application Form instead.

Eligibility & Terms of Funding

Practitioner/s must:

1. Meet the general eligibility requirements as set out in the Screenwest Terms of Trade.
2. Be a Western Australian resident as defined in the Screenwest Terms of Trade.
3. Be 18 years of age or older.
4. Demonstrate a track record in their field that aligns with the placement opportunity being provided by the Placement Provider.
5. Display an ongoing commitment to being a part of the screen industry in Western Australia and continue to work and do business with Western Australia.

Consideration will be given to First Nations practitioners that do not meet the eligibility threshold, but can demonstrate significant benefit to Western Australia, in line with the Screenwest First Nations Screen Strategy.

Placement Provider/s must:

1. Be a reputable, at-arms-length company/organisation with a demonstrated track record in their field that aligns with the placement opportunity.
2. Provide a letter of commitment (as part of the application process).

If successful:

1. The Placement Provider must employ the Practitioner under a formal employment agreement for the term of the placement.
2. The Placement Provider will be solely responsible for paying all fees, expenses and any associated fringes directly to the Practitioner for the duration of their placement.
3. The Placement Provider shall be solely responsible for purchasing and maintaining all relevant insurances to cover the Practitioner during the placement term and for managing and controlling all work health and safety requirements of the Practitioner's placement.

By selecting 'Yes', you confirm this application meets the specifc eligibility criteria for Professional Development - Placements and that you agree to adhere to the requirements of the funding program. *

○ Yes ○ No

Applicant Details

Applicant Type *

○ Western Australian Resident Company
○ Western Australian Resident Individual
○ Non-Western Australian Company (Australian)
○ Non-Western Australian Company (International)

Legals & Rights

The Placement Provider:

- Must demonstrate it has engaged the Practitioner under a formal employment agreement for the term of the placement.
- Will be solely responsible for paying all fees, expenses and any associated fringe directly to the Practitioner for the duration of their engagement.
- Shall be responsible for procuring and maintaining all relevant insurances to cover the Practitioner during the placement term and for managing and controlling all work health and safety requirements of the Practitioner's engagement.

Screenwest reserves the right to sight and approve these at any time, upon written request. You will need to provide details clearly outlining any relevant documentation in place, including types of agreements, parties to that agreement and expiry dates.

Can the Placement Provider confirm they will be able to provide the relevant rights and insurances in place to undertake this activity? *

○ Yes ○ No

If no, explain why the relevant rights and insurances aren't in place yet. *

Funding Summary

Applicant Name *
First Name Last Name

All official correspondence will be directed to this contact.

Applicant Organisation Company Sole Trader Name *

If you trade under your own name, add your full name again here.

Activity Title *

'e.g. Placement Name/s', 'Placement Role/s' with 'Mentor Name/s' on 'Project Name', 'Year'.

Total Screenwest Funding Request *

$

Total amount requested in $AUD and no more than $25,000 per placement.

Activity Start Date *

Activity End Date *

Placement Details

- Complete the details below for each Placement (if known).
- Use the 'Add More' button at the bottom right of the form if additional rows are required.

Placement Number	Placement Name	Placement Email	Placement Mobile	Placement Role	Mentor Name	Placement Short CV
Placement 1						
Placement 2						
Placement 3						
Placement 4						
Placement 5						

Placement Provider Company Details

* indicates a required field

Main Contact at Provider Company *
First Name Last Name

Position at Provider Company *

Contact Person Mobile Number *
Must be an Australian phone number.

Contact Person email address *
Must be an email address.

Applicant Primary Address
Address

Applicant Primary Email
Must be an email address.

Applicant Primary Phone Number
Must be an Australian phone number.

Where is the Provider Company / contracting party incorporated? *

Applicant ABN
The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity Name

ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Working with Screenwest

* indicates a required field

First Nations Australian Content or Participation

Where a Project involves First Nations Australian Content or participation, Applicants and Funding Recipients must comply with:

- Screen Australia's *Pathways & Protocols: a filmmaker's guide to working with Indigenous people, culture and concepts* and Creative Australia's *Protocols for using First Nations cultural and intellectual property in the arts* as applicable to the Project.
- Any other protocols or policies notified by Screenwest from time to time, including those relating to Indigenous Cultural and Intellectual Property (ICIP).

Projects that tell First Nations Australian stories must meaningfully involve First Nations Australian key creatives (producer, director and/or writer). They should be developed though genuine consultation, incubation and collaboration and this work should be clearly reflected and budgeted for.

Screenwest defines First Nations Australian content as:

Any Aboriginal or Torres Strait Islander story, subject matter, participants, communities, culture, knowledge, Indigenous Cultural and Intellectual Property or other heritage in any form.

Is this a Western Australian First Nations led screen activity?

○ Yes ○ No

WA First Nations company or WA First Nations key creative/s are attached.

Are any of the Placement/s First Nations Western Australian? *

○ Yes ○ No ○ Unsure

Have you read, understood, and will comply with the above protocols as applicable *

○ Yes ○ No

Refer to and follow the checklists available in these protocols.

Please give a brief overview of how you will provide a culturally safe work environment for the trainee with consideration to the Screenwest Guide to Working with First Nations People, Content and Country. *

https://www.screenwest.com.au/wp-content/uploads/2022/05/Working-with-Indigenous-People-Content-and-Country.pdf

Attach a Strategy, if relevant.
Attach a file:

Equity, diversity, inclusion and accessibility

Screenwest is committed to driving greater diversity, inclusion and equity in the Western Australian screen industry.

Applicants are expected to demonstrate that diversity represented in their content (i.e. storylines, themes, characters) is authentically represented in the creative team and that appropriate consultation and collaboration has been embedded from the start of the Project development.

Is this project led by creatives who have historically faced barriers? *
○ Yes ○ No
Company or key creative/s attached to the project have historically faced barriers

Previous Applications

Has this activity been submitted to Screenwest before? *
○ Yes ○ No ○ Other:

Was it successful?
○ Yes ○ No ○ Other:

Provide a brief summary of previous funding received from Screenwest for this activity.

Clearly outline how the project has substantially changed since your last application (e.g. creatively, market interest, project team etc)

Other Funded Projects

Does the applicant have any unacquitted Screenwest funding? *
○ Yes ○ No

Only list current funding that has not yet been fully acquitted

Project or Activity Ttle	Non acquitted funding Status

Artificial Intelligence (AI)

Screenwest follows Screen Australia's approach to the use of artificial intelligence (AI) - AI Guiding Principles.

Have you or any other collaborator used AI, or a tool based on it, to generate or to otherwise prepare any part of your application? *
○ Yes ○ No ○ Unsure

Are you applying for funding for a project that contains, or will contain, outputs or deliverables that have been generated or otherwise prepared using AI (including any tool using AI)? *
○ Yes ○ No ○ Unsure

Outline where AI (or a tool based on it) has been used in your application. *

e.g. application form, or responses to application questions, creative and other support materials.

Include detailed information about how and where AI will be used in the project and/or the deliverables and the AI tools used. *

Application Materials

Placement Providers must provide:

- A letter of commitment:

- Outlining the placement opportunity and the skills development outcomes to be achieved by the Practitioner during the placement.
- Naming the mentor for the placement with an explanation of why their skill and experience make them suitable for this role.

- Timeline & Schedule of the Activity
- Mentor/s CV

Application Materials

Application Material	Description	Attach file
Letter of Commitment		
Timeline & Schedule		
Mentor/s CVs		

Placement Objectives

* indicates a required field

- Objectives form part of Key Performance Indicators (KPIs)
- These track the progress towards stated goals and outcomes in narrative acquittal reporting.

If the placement/s roles and or placement/s have already been identified, clearly outline how the placement will benefit the Practitioner's career objectives and skillset. If not, outline what skills areas will be addressed. *

Identify key skills development outcomes to be achieved by the placement. *

Budget

* indicates a required field

Total Activity Budget *
$
Must be Australian Dollars (AUD)

- Attach a Budget using the Screenwest Budget Template (preferred).
- The budget must include a wage breakdown.
- A Screenwest Simple Budget template can be found here.

Attach Budget *
Attach a file:

Workforce Capacity Opportunities

* indicates a required field

This data will be used by Screenwest for its reporting purposes.

- Complete for each relevant category.
- Add the relevant number of opportunities per category.
- Enter a '0' if the category is not applicable.

WA Residents (Anticipated) *
Is the Placement a WA Resident.

Regional WA Residents (Anticipated) *
Is the Placement a Regional WA Resident.

First Nations WA Residents (Anticipated) *
Is the Placement a First Nations Residents.

Historically Underrepresented Residents (Anticipated) *
Is the Placement a Historically Underrepresented Resident.

Total number of opportunities being provided (Anticipated)
Must be a number.
Total number of all paid professional development opportunities.

Regional Activity

* indicates a required field

Is any of the activity occurring in non-WA location/s? *

○ Yes ○ No

List all locations outside of Western Australia. *

Separate multiple locations with comma.

Intended Western Australian location/s *

☐ Perth Metro ☐ Kimberley ☐ Pilbara
☐ Gascoyne ☐ Mid West ☐ South West
☐ Goldfields-Esperance ☐ Peel ☐ Wheatbelt
☐ Great Southern

Choose as many locations locations as applicable.

Applicant Declaration

* indicates a required field

In submitting this application, I declare that:

- I have read and understood Screenwest's current program guidelines and Terms of Trade as relevant.
- I warrant and represent that I hold all relevant rights necessary to proceed with the proposal outlined in the application and that all material provided is true and accurate, to the best of my knowledge and belief.
- I will always act in good faith in all dealings with Screenwest.
- I am in good standing with all previous Screenwest funds and programs.
- I have the capacity, resources and rights to carry out the application as proposed.
- I am not currently engaged in any legal proceedings or dispute in relation to the project.
- I am not a declared bankrupt or committed an act of bankruptcy.
- I am not insolvent or a declared bankrupt* or committed an act of bankruptcy.
    - *If I have previously been a declared bankrupt I will provide Screenwest with a copy of the bankruptcy discharge letter from the Australian Federal Security Authority (or other relevant administrative body).*
- I acknowledge that SmartyGrants will automatically forward me an application receipt to confirm that Screenwest has received the application.
- It is my responsibility to contact Screenwest if an application receipt has not been received within two working days, to ensure my application was received.

- I acknowledge that it is my sole responsibility to ensure all required application materials are current and attached prior to submitting my application and that Screenwest is not responsible for following up on missing materials.

*

☐ Yes